

Final Revision

1 Choose the correct answer:

1. To add up numbers in Excel, select the cells you want to add together, then click from the Home tab.
a. Chart Design b. Quick Layout c. Format d. AutoSum
2. In you can use different slide background colors.
a. web browsers b. PowerPoint c. Excel d. Facebook
3. To make storyboards to help you produce an effective presentation, you can use
a. PowerPoint b. Excel c. WordPress d. Facebook
4. You can use Microsoft Word to create
a. reports b. web pages c. graphs d. a and b
5. To solve the problem of screen freezes, you can use the buttons.
a. Alt +Tab+ Del b. Alt +Ctrl +Del c. Alt +Ctrl +Tab d. none of them
6. One of the features of the EKB website is that it
a. contains unreliable sources b. contains few sources
c. is free to use for all Egyptians d. none of the previous
7. To create a formula, you can write
a. + b. - c. = d. *
8. You can use the program to make a film from a selection of image.
a. Movie Maker b. Excel c. Word d. Google
9. is the language that will be displayed on a web browser.
a. MHLT b. HTML c. HLMT d. HMLT
10. The 10-20-30 rule is used in the program.
a. Word b. Excel c. PowerPoint d. Paint
11. is an example of synchronous communication .
a. Paint b. The EKB c. Video chat d. Email
12. The role model in the Egyptian cartoon is named
a. Pooh b. Bakkar c. Mickey d. Batman
13. Digital citizenship means you have rights, such as your.....
a. privacy b. location c. keyboard d. piracy
14. To solve the problem of screen freezes on Android devices, hold down the power button for 30
a. hours b. minutes c. seconds d. a and b
15. A Creative Commons search is a resource to find materials.
a. copyright-free b. protected c. digital d. offline
16. are a reference site that allows you to view museums digitally.
a. Online libraries b. Online meetings
c. Online museums d. Online maps

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17. One of your rights as a digital citizen is protection from
 a. sharing b. piracy c. privacy d. b & c
18. is the software that is used to create websites.
 a. The EKB b. WordPress c. Microsoft Word d. b and c
19. To start a collection in Microsoft Edge, you can select.....
 a. Start New Collection b. New Webpage c. New File d. New Slide
20. graph is an example of how you can classify data drawn in the form of a graph.
 a. Word b. Excel c. Debris Tracker d. Paint
21. To make text have a more even impact in the PowerPoint program, you can insert
 a. audio b. WordArt c. shapes d. images
22. is an example of specialized search engines.
 a. Excel b. Word c. Bing d. Excel
23. is an example of synchronous communication.
 a. Encyclopedias b. Email c. Live TV show d. b and c
24. HTML coding is used to build.....
 a. web pages b. email c. Excel d. Paint
25. Before sharing sources with others, you must be sure that they are
 a. old b. fake c. accurate d. untrusted
26. Storyboards allow you to
 a. plan your ideas b. make videos c. collect data d. make audio
27. Your friend bought sporting clothes from Amazon, which means he used a site.
 a. non-commercial b. educational c. governmental d. commercial
28. Most software programs, like are downloaded from the internet.
 a. MS Office b. Bing c. a and b d. none of them
29. In PowerPoint, you can put important text in font to make that text stand out.
 a. bold b. normal c. small d. light
30. The number of slides in a presentation should not be more than slides.
 a. 10 b. 20 c. 30 d. 40
31. We can use specialized search engines, such as.....
 a. Bing b. Google Chrome c. Firefox d. a and b
32. The ability to engage with others online is one of your as a digital citizen.
 a. privacy b. rights c. security d. responsibilities

33. Microsoft Edge is a/an that helps you in browsing and search and watch videos.
 a. search engine b. browser c. hashtag d. icon
34. The first screen a visitor will see when visiting your site is called the
 a. menus b. homepage c. icons d. contacts
35. The color of the graph can be chosen from the command
 a. Add Chart Element b. Format c. AutoSum d. Quick Layout
36. You can use the program to collect numeric information.
 a. Word b. Excel c. Paint d. PowerPoint
37. When researching a topic, you can use offline sources, such as
 a. digital articles b. books c. blogs d. the EKB
38. The font used in PowerPoint presentation should be no smaller than font size.
 a. 10 b. 20 c. 30 d. 40
39. You can use to enhance text or image in your presentation.
 a. audio b. video c. text d. a and b
40. communication is/are useful when you are writing about everyday matter to family and you need an immediate response.
 a. Synchronous b. Asynchronous c. Text messages d. Emails
41. A web page's breaks up information and allows your audience to see what a particular section of your story is about.
 a. heading b. subheading c. main text d. link
42. is just like your favorite TV show or movie.
 a. The EKB b. An effective presentation
 c. A table d. A text
43. It is recommended to use simple fonts, so your message is to read.
 a. easy b. hard c. difficult d. a and b
44. You can create your web page using
 a. website-building program b. MS Word
 c. a and b d. none of them
45. You can save the images you create and insert them into your document using
 a. interview b. email c. Paint d. Facebook
46. Respecting others' privacy is one of your as a digital citizen.
 a. piracy b. rights
 c. technology d. responsibilities
47. is/are real-time communication between people.
 a. Synchronous b. Asynchronous c. Voice message d. Email

48. In the computer binary system, the value (1) means
 a. on b. off c. stop d. skip
49. The EKB and ADL websites have a specialized
 a. personal information b. search engine
 c. browser d. none of the previous
50. The time of PowerPoint presentation should not be longer thanminutes.
 a. 10 b. 20 c. 30 d. 40
51. To run the programs more efficiently, they must be
 a. uploaded b. updated c. deleted d. all of them
52. provide (s) clear and accurate directions to the required places.
 a. Facebook b. YouTube c. Google Maps d. The EKB
53. The Meta information of the sites is placed each link.
 a. above b. below c. opposite to d. next to
54. In online communication, you should be
 a. impolite b. unclear c. helpful d. bully
55. If you download a software program, you can find the program in the folder.
 a. Installed b. Favorites c. Pictures d. Downloads
56. The binary system uses the value(s)to express the binary numbers system.
 a. 0 b. 1 c. a and b d. none of them
57. To add titles or labels of a graph, you can choose.....from Toolbar.
 a. Add Chart Element b. Format
 c. Change Chart Type d. Formula
58. data is crucial to get results and sharing them with others.
 a. Formatting b. Processing c. Deleting d. Removing
59. To divide the numbers within the cell in Excel, you can use thesign.
 a. % b. / c. - d. *
60. program is used to create tables and graphs.
 a. MS Word b. MS Excel c. MS PowerPoint d. Paint
61. is used to make a film from a selection of images.
 a. WordArt b. Paint c. Movie Maker d. Bing
62. You can use thetab in PowerPoint to offer alternatives to the normal black-and-white design of your presentation.
 a. Design b. View c. Insert d. Home
63. In PowerPoint go to view, thento see an overview of your presentation.
 a. Slide Master b. Slide Sorter c. Slide Page d. Slide Show
64. The web page heading should have font size than the rest of the text.
 a. a smaller b. a larger c. a normal d. the same

65. Consider including image that reflects the main message of your web page.
 a. smaller b. larger c. normal d. tiny
66. communication doesn't occur in real time and doesn't require an instant response.
 a. Simultaneous b. Synchronous c. Asynchronous d. Real-time
67. You must be any time you communicate.
 a. patient b. clear c. polite d. all of them
68. To send your work to other group members or to your teachers, use
 a. Microsoft Word b. Paint c. Email d. Excel
69. You can use the "Alt + Ctrl + Del" buttons to solve the problem of screen freezes on devices.
 a. Windows b. Android c. I Phone d. Linux
70. paint program is used to images.
 a. create b. edit c. delete d. a and b
71. allows you to read more about the site before clicking on the link.
 a . Online libraries b. Meta information c. ADL d. About Link
72. communication is real-time communication between people with an instant response.
 a . Synchronous b. Asynchronous c. Negative d. Email
73. Software should be regularly to help it works efficiently.
 a . uploaded b. updated c. deleted d. downloaded
74. A website's tells you keywords and information about the site and what it contains.
 a . EKB b. ADL
 c. ISP d. Meta information
75. When sending an email, you can include in your message.
 a . your ideas b. document or image c. a and b d. none of them
76. You should exhibit behavior with others online.
 a . positive b. negative c. VPN d. unkind
77. The purpose of non-commercial websites is to
 a. sell products b. raise awareness c. provide information d. b and c
78. is a web browser that can help you browse, search, stream, and more.
 a. Microsoft Editor b. Microsoft Edge
 c. Microsoft Word d. Microsoft Paint
79. Using the "Collections" feature in Microsoft Edge, you can add
 a. videos b. images c. text d. all the previous

80. The websites can be divided into websites.
 - a. commercial
 - b. non-commercial
 - c. all the previous
 - d. none of the previous
81. You can add using the "Collections" feature in Microsoft Edge.
 - a. webpage
 - b. links
 - c. notes
 - d. all the previous
82. To add content in Microsoft Edge you can select
 - a. Start New Collection
 - b. Add Current Page
 - c. Ignore
 - d. none of the previous
83. The feature in Microsoft Edge organizes research in one place and multiple devices.
 - a. Search
 - b. Collections
 - c. Chat
 - d. Editor
84. is used to make suggestions to correct errors in writing.
 - a. Microsoft Edge
 - b. Microsoft Windows
 - c. Microsoft Editor
 - d. Microsoft Excel
85. One of the objectives of corporate social responsibility is to
 - a. hack sites
 - b. solve environmental issues
 - c. view social problems without solutions
 - d. none of the previous
86. Alexandria Digital Library and Egyptian Knowledge Bank are libraries.
 - a. online
 - b. untrusted
 - c. trusted
 - d. a and c
87. You can use to avoid scrolling and spending too much time looking for information.
 - a. URL
 - b. Menus
 - c. Contacts
 - d. About
88. Websites can use information about the sites you visit to show about your interests.
 - a. reviews
 - b. advertisements
 - c. information
 - d. rival business
89. are educational resources that provide Egyptian Knowledge Bank.
 - a. Encyclopedias
 - b. Books
 - c. Dictionaries
 - d. All of the previous
90. When you start creating your website, you can choose
 - a. a pre-loaded template
 - b. a blank template
 - c. a and b
 - d. none of the previous
91. One of the ways to respect online sources is to them.
 - a. ignore
 - b. credit
 - c. download
 - d. hack
92. To turn your device off, hold down the button.
 - a. power
 - b. Esc
 - c. Enter
 - d. Space
93. If you don't use official stores, only download software from sources.
 - a. reliable
 - b. unreliable
 - c. updated
 - d. all of them

94. We can use specialized search engines, such as.....
 a. Bing b. Google Chrome c. a and b d. email
95. Instant chat rooms are an example ofcommunication.
 a. synchronous b. real-time c. asynchronous d. a and b
96. In PowerPoint program, you can add to the slide.
 a. sound b. shapes c. video d. all of them
97. program is used to make slideshows.
 a. MS Word b. MS Excel c. MS PowerPoint d. Paint
98. is a chart that shows a sequence of content that forms a plan or outline of your presentation.
 a. Slideshow b. Storyboards c. Graphs d. WordArt
99. In MS Excel, you can choose the layout of graph/ chart from
 a. Change Chart Type b. Quick Layout
 c. Format d. Add Chart Element
100. Computers understand data (numbers) through signal.
 a. binary electrical b. troubleshoot screen freezes
 c. automatically d. router

2 Put (✓) or (X):

1. Microsoft Editor highlights writing problems, such as capitalization errors. ()
2. As a digital citizen, you have the right to use the internet whenever you want. ()
3. One of your rights as a digital citizen is privacy on the internet. ()
4. Customers` reviews are not useful for developing a company`s products. ()
5. Some reviews may not be entirely fake, but they may be misleading. ()
6. Commercial websites include customer reviews, which can be helpful to both the business and customer. ()
7. Companies also use the internet to help others by addressing environmental concerns and supporting important causes. ()
8. You can add entire web pages to Microsoft Edge collections. ()
9. A review that`s overly positive or negative should be trusted. ()
10. The EKB is considered one of the unreliable online sources. ()
11. Ensuring safe sharing online is one of your responsibilities. ()
12. Microsoft Editor corrects the spelling errors automatically without your intervention. ()
13. You can`t download files from the EKB website. ()
14. Microsoft Edge doesn`t allow you to export a collection to Excel and Word. ()
15. Some rival businesses write negative reviews on their competitor`s sites. ()
16. CSR is an abbreviation for corporate social responsibility. ()

17. Protection from piracy is one of your responsibilities as a digital citizen. ()
18. To create websites, you can use software programs like WordPress. ()
19. A helpful website has a search engine inside the website. ()
20. The purpose of non-commercial websites is to sell products or services, such as Amazon. ()
21. Some apps, like Microsoft Edge, come with Microsoft Windows. ()
22. The "About Link" field includes short pieces of information about the website. ()
23. In Microsoft Edge, you cannot export a collection to Excel or Word. ()
24. Commercial websites often include customer reviews. ()
25. The EKB offers material that is subject to copyrights. ()
26. One of your rights is protection from piracy. ()
27. You should visit sites that spread false information. ()
28. Microsoft Word is one of the Microsoft Office 365 programs. ()
29. Before starting your project, discuss the tools you need. ()
30. You can use "Task Manager" to shut down non-responding programs. ()
31. General search engines can only lead to reliable pages. ()
32. Synchronous communication doesn't occur in real time. ()
33. Assigning roles to the group members is crucial when starting a project. ()
34. It is not available to edit a Word document online. ()
35. Press the " Alt+ Ctrl+ Del " buttons to solve the problem of screen freezes on Android devices. ()
36. There is just one type of communication. ()
37. To display a street or an area map, you can check online maps. ()
38. Before you start a project, assign roles to your team. ()
39. You can use email to save the images you create and insert them into your document. ()
40. You can install updates for programs manually only. ()
41. Asynchronous communication is real-time communication between people. ()
42. "Screen freezes" is one of the common problems when using a PC only. ()
43. Specialized search engines, such as Firefox, are very useful to look for information online. ()
44. Be sure to answer any questions the group members may have. ()
45. All software updates require a restart. ()
46. A binary system is an example of a software program that can be downloaded. ()
47. Websites do not contain meta information. ()

48. Video chats and live TV shows are examples of asynchronous communication. ()
49. In synchronous communication, everyone interacts and receives information at the same time. ()
50. If someone needs help communicating online, don't share what you know. ()
51. You can't attach a document to your email. ()
52. Google Maps can provide clear and accurate directions to the required places. ()
53. All online information is trusted. ()
54. HTML is the language that will be displayed on a web browser. ()
55. Web pages can't include audio and video. ()
56. On web page, the font size of the main text should be smaller than the subheadings. ()
57. The size of text on web pages must be appropriate and smaller than subheadings. ()
58. You can save a document as a web page from the edit menu. ()
59. Use simple fonts, so your message is hard to read. ()
60. You can use MS Word to create a web page. ()
61. Microsoft PowerPoint is used to create an effective presentation. ()
62. A storyboard helps you organize your ideas in sequence. ()
63. The 10-20-30 rule is used in MS Excel. ()
64. Be sure the font size is easy to read in your presentation. ()
65. A PowerPoint presentation should present too much information. ()
66. The number of slides in a presentation should not be more than 10 slides. ()
67. The font in a PowerPoint presentation should not be smaller than 30 point. ()
68. You can use alternatives to the normal black-and-white design of your presentation. ()
69. You can't insert an image into a Word document. ()
70. You can't add video clips to your presentation. ()
71. Add long audio to your presentations to attract more people. ()
72. You can insert shapes in MS Word only. ()
73. You can use the Movie Maker program to make a film from a selection of still image. ()
74. Respect others' intellectual property when using their material. ()
75. Put important text in bold to make key information stand out. ()
76. MS Word is used to collect numeric data. ()
77. To automatically add up numbers in cells, select them and choose AutoSum. ()

78. Graphs and charts are a good way to share data. ()
79. You could use PowerPoint to create presentations. ()
80. You can't use Excel in gathering data and information. ()
81. AutoSum is used to divide cell values automatically in Excel. ()
82. You can use digital tools only to collect data. ()
83. Use Change Chart Type to choose the type of graph. ()
84. The Alexandria Digital Library is one of the unreliable online sources. ()
85. Reviews can affect products and services positively or negatively. ()
86. It is recommended to make your site visually appealing and user friendly. ()
87. Menus help you avoid scrolling and spending too much time looking for general information. ()
88. If you like to watch videos about football, the sites send advertisement related to electronic tools. ()
89. Microsoft Editor will highlight problems, such as missing or incorrect words and punctuation. ()
90. Google is the web browser that comes with Microsoft Windows. ()
91. Not all Creative Commons sources are verified or accurate. ()
92. It is not necessary to use appropriate keywords in your search. ()
93. Recorded videos are examples of synchronous communication. ()
94. The copyright notice, logo, and contact information are displayed at the top of websites. ()
95. Google Maps are considered accurate and are regularly updated. ()
96. The purpose of non commercial websites is to steal your data. ()
97. Some major updates require a restart and Windows will prompt you when this is the case. ()
98. You can insert shapes or even your own drawing in PowerPoint. ()
99. You can use one or two colors to emphasis a specific text. ()

Final Revision Answers

1. d 2. b 3. a 4. d 5. b
 6. c 7. c 8. a 9. b 10. c
 11. c 12. b 13. a 14. c 15. a
 16. c 17. b 18. d 19. a 20. b
 21. b 22. c 23. c 24. a 25. c
 26. a 27. d 28. a 29. a 30. a
 31. a 32. b 33. b 34. b 35. a
 36. b 37. b 38. c 39. a 40. a
 41. a 42. b 43. a 44. c 45. c
 46. d 47. a 48. a 49. b 50. b
 51. b 52. c 53. b 54. c 55. d
 56. c 57. a 58. b 59. b 60. b
 61. c 62. a 63. d 64. b 65. b
 66. c 67. d 68. c 69. a 70. d
 71. b 72. a 73. b 74. d 75. c
 76. a 77. d 78. b 79. d 80. c
 81. d 82. b 83. b 84. c 85. b
 86. d 87. b 88. b 89. d 90. c
 91. b 92. a 93. a 94. a 95. d
 96. d 97. c 98. b 99. b 100. a

1. (✓) 2. (✓) 3. (✓) 4. (X) 5. (✓)
 6. (✓) 7. (✓) 8. (✓) 9. (X) 10. (X)
 11. (✓) 12. (X) 13. (X) 14. (X) 15. (✓)
 16. (✓) 17. (X) 18. (✓) 19. (✓), 20. (X)
 21. (✓) 22. (✓) 23. (X) 24. (✓) 25. (✓)
 26. (✓) 27. (X) 28. (✓) 29. (✓) 30. (✓)
 31. (X) 32. (X) 33. (✓) 34. (X) 35. (X)
 36. (X) 37. (✓) 38. (✓) 39. (✓) 40. (X)
 41. (X) 42. (X) 43. (X) 44. (✓) 45. (X)
 46. (X) 47. (X) 48. (X) 49. (✓) 50. (X)
 51. (X) 52. (✓) 53. (X) 54. (✓) 55. (X)
 56. (X) 57. (✓) 58. (✓) 59. (X) 60. (✓)

61. (✓) 62. (✓) 63. (X) 64. (✓) 65. (X)
 66. (✓) 67. (✓) 68. (✓) 69. (X) 70. (X)
 71. (X) 72. (X) 73. (✓) 74. (✓) 75. (✓)
 76. (X) 77. (✓) 78. (✓) 79. (✓) 80. (X)
 81. (X) 82. (X) 83. (✓) 84. (X) 85. (✓)
 86. (✓) 87. (✓) 88. (X) 89. (✓) 90. (X)
 91. (✓) 92. (X) 93. (X) 94. (X) 95. (✓)
 96. (X) 97. (✓) 98. (✓) 99. (✓) .



Second term Questions Bank



Question 01

Read and Choose the Correct answer

- 1 You can use program to prepare spreadsheet and collect numeric data
 (a) Paint (b) Excel (c) PowerPoint (d) Google maps
- 2 is an example of commercial websites.
 (a) ADL (b) EKB (c) Amazon (d) All of them
- 3 communication is real-time communication between people.
 (a) Synchronous (b) Asynchronous (c) Recorded (d) All of them
- 4 is a story that you are telling your audience, whatever the content.
 (a) Effective presentation (b) Spreadsheet (c) Database (d) Table
- 5 The copyright notice, logo, and social media icons are placed at the of the website.
 (a) top (b) middle (c) center (d) bottom
- 6 The number of slides in a presentation should not be more than slides.
 (a) 10 (b) 20 (c) 30 (d) 40
- 7 The ability to engage with others online is one of my as a digital citizen.
 (a) responsibilities (b) rights (c) piracy (d) duties
- 8 Assign roles based on the and interests of each group member.
 (a) weakness (b) bullying (c) location (d) strengths
- 9 Computers use number system to store data more efficiently.
 (a) binary (b) decimal (c) octal (d) none of them
- 10 The purpose of commercial websites is to
 (a) sell products or services (b) education (c) raise awareness (d) none of them
- 11 When researching a topic, you can use offline sources, such as
 (a) Facebook (b) books (c) blogs (d) EKB



- 12 You can add using the "collection" feature in Microsoft Edge.
 (a) videos (b) links (c) text (d) all of them
- 13 Always be sure your message is when communicating with others.
 (a) clear (b) misinterpreted (c) complicated (d) missed
- 14 By using storyboards, you can make presentation.
 (a) difficult (b) boring (c) strange (d) effective
- 15 Respect others' privacy is one of your as a digital citizen.
 (a) rights (b) responsibilities (c) piracy (d) authority
- 16 The final product of your project may be
 (a) presentation (b) poster (c) web page (d) all of them
- 17 Consider including image that reflects the main message of your web page.
 (a) smaller (b) larger (c) normal (d) tiny
- 18 The purpose of non-commercial websites is to
 (a) provide information (b) raise awareness (c) sell products (d) both a and b
- 19 If you need to display a street, always check online
 (a) libraries (b) museum (c) shops (d) maps
- 20 The font used in PowerPoint presentation should be no smaller than font size.
 (a) 30 (b) 35 (c) 40 (d) 50
- 21 Whenever you're communicating, you should
 (a) be patient (b) be polite (c) be clear (d) all of them
- 22 Microsoft Editor problems, such as incorrect words.
 (a) deletes (b) highlights (c) ignores (d) skip
- 23 To add up numbers in Excel, select the cells you want to add together, then click from the Home tab.
 (a) Chart Design (b) Quick Layout (c) Format (d) AutoSum
- 24 A creative commons search is a resource to find materials.
 (a) protected (b) copyrighted (c) copyright-free (d) spam



- 25 In the computer's binary system, the value "0" means
- (a) on (b) off (c) restart (d) double
- 26 The websites can be divided into
- (a) commercial website (b) non-commercial website (c) both a and b (d) none of them
- 27 Storyboards allow you to
- (a) plan your ideas (b) make videos (c) make audio (d) Play games
- 28 E-mail and are examples of asynchronous.
- (a) instant chat rooms (b) video chats (c) Live TV shows (d) recorded videos
- 29 When you use online sources, be sure that information is
- (a) accurate (b) unreliable (c) difficult to understand (d) lies
- 30 You can use to enhance text or image in your presentation.
- (a) chart (b) audio (c) complicated text (d) none of them
- 31 are a reference sites that allow you to view museums digitally.
- (a) Online libraries (b) Online meetings (c) Online shops (d) Online museums
- 32 You can set up a Word document to be edited by numerous users by setting up
- (a) offline editing (b) online editing (c) online shopping (d) online maps
- 33 To start a collection in Microsoft Edge you can Select
- (a) Start new collection (b) New webpage (c) New file (d) New folder
- 34 Some major updates in Windows PC require a
- (a) delete (b) skip (c) freeze (d) restart
- 35 The Egyptian Knowledge Bank includes
- (a) books (b) encyclopedias (c) articles (d) all of them
- 36 The web page heading should havefont size than the rest of the text.
- (a) smaller (b) larger (c) normal (d) the same
- 37 is an example of non-commercial websites.
- (a) EKB (b) Amazon (c) Jumia (d) All of them



- 38 The binary system uses the value(s)to express the binary numbers system.
 (a) 0 (b) 1 (c) both a & b (d) none of them
- 39 When you start creating your website, you can choose
 (a) a pre-loaded template (b) a blank template (c) both a and b (d) none of them
- 40 It is recommended to use simple fonts, so your message is to read.
 (a) easy (b) hard (c) difficult (d) a and b
- 41 One of your rights as a digital citizen is protection from
 (a) sharing (b) tasks (c) privacy (d) piracy
- 42 To set up a Word document to be edited by numerous users, you need
 (a) internet connection (b) printer (c) camera (d) scanner
- 43 The time of PowerPoint presentation should not be longer than minutes.
 (a) 5 (b) 10 (c) 15 (d) 20
- 44 The software that is used to create websites is
 (a) WordPress (b) EKB (c) PowerPoint (d) ADL
- 45 allows you to read more about the site before clicking on the link.
 (a) Online libraries (b) Meta information (c) ADL (d) Facebook
- 46 In PowerPoint program, you can add to the slide.
 (a) sound (b) shapes (c) video (d) all of them
- 47 You can each collection to other apps such as Excel and Word.
 (a) import (b) export (c) print (d) delete
- 48 To solve the problem of screen freezes, you can use the buttons.
 (a) Alt+Tab+Del (b) Alt+Ctrl+shift (c) Alt+Ctrl+Tab (d) Alt+Ctrl+Del
- 49 are usually used to get information about a product.
 (a) Reviews (b) Advertisements (c) Both a and b (d) ADL
- 50 To create a formula, you can write
 (a) + (b) - (c) * (d) =



- 51 provide(s) clear and accurate directions to the required places.
 (a) Facebook (b) Google Maps (c) YouTube (d) EKB
- 52 Egyptian Knowledge Bank has content suitable for
 (a) children only (b) teachers only (c) adults only (d) all ages
- 53 You can use the tab in PowerPoint to offer alternatives to the normal black-and-white design of your presentation.
 (a) View (b) Design (c) Insert (d) Home
- 54 connection requires an immediate response.
 (a) Synchronous (b) Asynchronous (c) Recorded (d) both a & b
- 55 Your friend bought one of the football equipment from Amazon, which means he used a site.
 (a) educational (b) commercial (c) non-commercial (d) none of them
- 56 A web page's breaks up information and allows your audience to see what a particular section of your story is about.
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- 57 Express your opinions in a is one of social responsibility.
 (a) positive way (b) negative way (c) both a and b (d) none of them
- 58 In PowerPoint, you can put important text in font to make that text stand out.
 (a) bold (b) normal (c) small (d) light
- 59 reviews include positive reviews written by businesses to make their products seem more appealing.
 (a) Trusted (b) Fake (c) General (d) True
- 60 Paint program is used to images.
 (a) create (b) delete (c) download (d) damage
- 61 In online communication, you should be
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- 62 To run the programs more efficiently, they must be
 (a) uploaded (b) deleted (c) removed (d) updated
- 63 You can click on the field to reach other sections or webpages.
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- 64 The color of the graph can be chosen from the command
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- 68 We can also export each collection to other apps such as
 (a) Microsoft Word (b) Microsoft Excel (c) Both a and b (d) none of them
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- 74 HTML coding is used to build..... .
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- 75 Most software programs, like are downloaded from the internet.
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- 76 Websites often put that match your interests, geographic location, age, and gender.
 (a) jokes (b) advertisements (c) comments (d) feedback



- 77 To subtract the numbers within the cell in the Excel, you can use the sign.
 (a) - (b) / (c) = (d) %
- 78 You can save the images you create and insert them into your document using
 (a) email (b) Paint (c) interviews (d) YouTube
- 79 You can use to check for spelling and grammar.
 (a) Microsoft Editor (b) Microsoft Excel (c) Microsoft Windows (d) Facebook
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- 98 Online libraries often include dictionaries and thesauruses on
 (a) same site (b) separate sites (c) same page (d) none of them
- 99 Companies help others by addressing environmental concerns or supporting important causes, this is called
 (a) PPE (b) GPR (c) CSR (d) PhD
- 100 from tools you may need for a group project.
 (a) MS Word (b) MS Paint (c) email (d) all of them

Question 02

put " true " or " false "

- ① You can use the formatting tools to make text show important information in an appealing way. ()
- ② The 10 - 20 - 30 rule is used in Microsoft Excel. ()
- ③ To automatically add up numbers in cells, select them and choose AutoSum. ()



- 4 One of your rights is to use other content's without their permission. ()
- 5 Helpful websites have search engines inside the website. ()
- 6 Put important text in bold to make key information stand out. ()
- 7 Software updates make programs run less efficiently. ()
- 8 Before you start a project, assign roles to your team. ()
- 9 Use simple fonts, so your message is hard to read. ()
- 10 It's not necessary to use appropriate keywords in your search. ()
- 11 Graphs and charts are a good way to share data. ()
- 12 Online communication always easily understood. ()
- 13 On Windows PC, all updates require a restart. ()
- 14 You can use alternatives to the normal black-and-white design of your presentation. ()
- 15 The Alexandria Digital Library is considered one of the unreliable online sources. ()
- 16 You can save a document as a web page from the edit menu. ()
- 17 Be sure to answer any questions the group members may have. ()
- 18 All online information is verified. ()
- 19 You can visit museums digitally via internet. ()
- 20 You can't insert an image into a Word document. ()
- 21 Part of being a good digital citizen is helping others. ()
- 22 Being socially responsible includes don't care of the websites you use. ()
- 23 You can use MS Word to create a web page. ()
- 24 On Windows PC, the downloaded files located in Recycle bin. ()
- 25 A review that's overly positive or negative should be trusted. ()
- 26 In PowerPoint, consider using different background colors. ()
- 27 On Windows devices, you can download apps through Google Play stores. ()
- 28 EKB includes articles, dictionaries, encyclopedias, books and videos ()
- 29 You mustn't revise your messages before sending. ()
- 30 When researching a topic, you should first define a research question. ()
- 31 The font in PowerPoint presentation should be smaller than 30 point. ()



- 32 Websites do not contain Meta information. ()
- 33 Microsoft Editor highlights problems, such as capitalization errors. ()
- 34 The size of text on webpages must be appropriate and smaller than subheadings. ()
- 35 You can use email to create the images and insert them into your document. ()
- 36 You can use the internet to help others via social media. ()
- 37 The EKB is an example of a commercial website. ()
- 38 Binary numbers considered as a language that the computer understands. ()
- 39 Titles font size should be smaller than the rest of the text in the web page. ()
- 40 Whenever you're communicating, you should respect the recipient's feelings. ()
- 41 Microsoft Edge corrects the spelling errors automatically without your intervention. ()
- 42 You can use the Task manager to shut down non-responding programs. ()
- 43 AutoSum is used to divide cell values automatically in Excel. ()
- 44 The number of slides in a presentation should be not more than 10 slides. ()
- 45 Exhibiting positive behaviour in interactions with others is one of the responsibilities. ()
- 46 You can't add video clips to your presentation. ()
- 47 Commercial websites often include customer reviews. ()
- 48 We use asynchronous communication when information is urgent ()
- 49 Google maps can provide clear and accurate directions to the required places. ()
- 50 You can't export a collection to Excel or Word. ()
- 51 Microsoft PowerPoint is used to create an effective presentation. ()
- 52 It is not available to edit a word document online. ()
- 53 Word allows other users around the world to edit the document if an internet connection is available. ()
- 54 Crediting source is not important when sharing the information via internet. ()
- 55 Synchronous communication doesn't need an immediate response. ()
- 56 Reviews can affect the products and services positively or negatively. ()



- 57 You should download software from unreliable sources. ()
- 58 Excel program is used to collect numeric data and perform the needed mathematical calculations. ()
- 59 A PowerPoint presentation shouldn't present too much information. ()
- 60 In web page the font size of the main text shouldn't be smaller than the subheadings. ()
- 61 You can't download files on your device from EKB. ()
- 62 Video chats and instant chat rooms are from examples of synchronous communication. ()
- 63 Website menus waste more time when you search for information. ()
- 64 One of the tools you may need for a group project is E-mail. ()
- 65 It isn't recommended to put the collected data into specific files and folders. ()
- 66 Corporates use the internet to help others. ()
- 67 You should spread false information. ()
- 68 An effective presentation is just like your favorite TV show or movie. ()
- 69 One of your rights as a digital citizen is privacy on the internet. ()
- 70 Recorded videos are examples of synchronous communication. ()
- 71 You could use PowerPoint to create presentations. ()
- 72 One of my Responsibilities as a digital citizen is the protection from piracy. ()
- 73 When using search engines, try to use appropriate keywords in your search. ()
- 74 Add long audio to your presentations to attract more people. ()
- 75 The binary system uses the values 1 and 0 to express data. ()
- 76 Menus can't help you to find information. ()
- 77 One of the tools you may need for a group project is E-mail. ()
- 78 Web pages can't include audio and video. ()
- 79 The EKB has safe and reliable resources. ()
- 80 You can research, collect, classify and process information using digital information handling skills. ()
- 81 EKB and ADL are considering unreliable online libraries. ()
- 82 Be polite and patient when communicating with others online. ()



- 83 The ability to use the internet when you need is one of the () responsibilities as a digital citizen.
- 84 Be sure the font size is easy to read in your presentation. ()
- 85 The purpose of non-commercial websites is to sell products or services. ()
- 86 EKB offers the world's largest collection of online educational resources. ()
- 87 It is necessary to plan to your project before starting. ()
- 88 All programs are updated automatically. ()
- 89 A storyboard helps you organize your ideas in sequence. ()
- 90 Make sure that the information you share and its purpose are clear. ()
- 91 You can't use Excel in gathering data and information. ()
- 92 HTML is the language that will be displayed on a web browser. ()
- 93 Google Chrome is one of the browsers that comes with Microsoft Windows. ()
- 94 You can use the Movie Maker program to make a film from a selection of still image. ()
- 95 It's recommended to use the content of online sources without making the verification. ()
- 96 From social responsibilities, respect other's privacy. ()
- 97 It isn't recommended to update software programs on your computer. ()
- 98 General search engines are useful, but may lead you to unreliable pages. ()
- 99 The content of the EKB is suitable for children only. ()
- 100 You cannot insert an image into a word document. ()

انتهت الأسئلة مع أطيب الامنيات بالنجاح والتوفيق

➤ **Kindly remember that:**

The enrichment lessons are:

Theme 3 – Lesson 1 and Lesson 3

Theme 4 – Lesson 1 and Lesson 3

(دروس اثرانية للاطلاع فقط)

جميع اسئلة المراجعة رسمية من الكتاب المدرسي و اسئلة امتحانات الاعوام السابقة و مطابقة لمواصفات الورقة الامتحانية.

By: Mrs Suzy Atef



El.Motamyez.School

يمكنكم الحصول على المذكرات والاختبارات من خلال مسح رمز QR Code او من خلال صفحة "التميز - أ / محمود سعيد". يرجى مراعاة حقوق صاحب المحتوى عند النشر.



Second term Questions Bank



Question 01

Read and Choose the Correct answer

- 1 You can use program to prepare spreadsheet and collect numeric data
 (a) Paint (b) Excel (c) PowerPoint (d) Google maps
- 2 is an example of commercial websites.
 (a) ADL (b) EKB (c) Amazon (d) All of them
- 3 communication is real-time communication between people.
 (a) Synchronous (b) Asynchronous (c) Recorded (d) All of them
- 4 is a story that you are telling your audience, whatever the content.
 (a) Effective presentation (b) Spreadsheet (c) Database (d) Table
- 5 The copyright notice, logo, and social media icons are placed at the of the website.
 (a) top (b) middle (c) center (d) bottom
- 6 The number of slides in a presentation should not be more than slides.
 (a) 10 (b) 20 (c) 30 (d) 40
- 7 The ability to engage with others online is one of my as a digital citizen.
 (a) responsibilities (b) rights (c) piracy (d) duties
- 8 Assign roles based on the and interests of each group member.
 (a) weakness (b) bullying (c) location (d) strengths
- 9 Computers use number system to store data more efficiently.
 (a) binary (b) decimal (c) octal (d) none of them
- 10 The purpose of commercial websites is to
 (a) sell products or services (b) education (c) raise awareness (d) none of them
- 11 When researching a topic, you can use offline sources, such as
 (a) Facebook (b) books (c) blogs (d) EKB



- 12 You can add using the "collection" feature in Microsoft Edge.
 (a) videos (b) links (c) text (d) all of them
- 13 Always be sure your message is when communicating with others.
 (a) clear (b) misinterpreted (c) complicated (d) missed
- 14 By using storyboards, you can make presentation.
 (a) difficult (b) boring (c) strange (d) effective
- 15 Respect others' privacy is one of your as a digital citizen.
 (a) rights (b) responsibilities (c) piracy (d) authority
- 16 The final product of your project may be
 (a) presentation (b) poster (c) web page (d) all of them
- 17 Consider including image that reflects the main message of your web page.
 (a) smaller (b) larger (c) normal (d) tiny
- 18 The purpose of non-commercial websites is to
 (a) provide information (b) raise awareness (c) sell products (d) both a and b
- 19 If you need to display a street, always check online
 (a) libraries (b) museum (c) shops (d) maps
- 20 The font used in PowerPoint presentation should be no smaller than font size.
 (a) 30 (b) 35 (c) 40 (d) 50
- 21 Whenever you're communicating, you should
 (a) be patient (b) be polite (c) be clear (d) all of them
- 22 Microsoft Editor problems, such as incorrect words.
 (a) deletes (b) highlights (c) ignores (d) skip
- 23 To add up numbers in Excel, select the cells you want to add together, then click from the Home tab.
 (a) Chart Design (b) Quick Layout (c) Format (d) AutoSum
- 24 A creative commons search is a resource to find materials.
 (a) protected (b) copyrighted (c) copyright-free (d) spam



- 25 In the computer's binary system, the value "0" means
 (a) on (b) **off** (c) restart (d) double
- 26 The websites can be divided into
 (a) commercial website (b) non-commercial website (c) **both a and b** (d) none of them
- 27 Storyboards allow you to
 (a) **plan your ideas** (b) make videos (c) make audio (d) Play games
- 28 E-mail and are examples of asynchronous.
 (a) instant chat rooms (b) video chats (c) Live TV shows (d) **recorded videos**
- 29 When you use online sources, be sure that information is
 (a) **accurate** (b) unreliable (c) difficult to understand (d) lies
- 30 You can use to enhance text or image in your presentation.
 (a) chart (b) **audio** (c) complicated text (d) none of them
- 31 are a reference sites that allow you to view museums digitally.
 (a) Online libraries (b) Online meetings (c) Online shops (d) **Online museums**
- 32 You can set up a Word document to be edited by numerous users by setting up
 (a) offline editing (b) **online editing** (c) online shopping (d) online maps
- 33 To start a collection in Microsoft Edge you can Select
 (a) **Start new collection** (b) New webpage (c) New file (d) New folder
- 34 Some major updates in Windows PC require a
 (a) delete (b) skip (c) freeze (d) **restart**
- 35 The Egyptian Knowledge Bank includes
 (a) books (b) encyclopedias (c) articles (d) **all of them**
- 36 The web page heading should havefont size than the rest of the text.
 (a) smaller (b) **larger** (c) normal (d) the same
- 37 is an example of non-commercial websites.
 (a) **EKB** (b) Amazon (c) Jumia (d) All of them



- 38 The binary system uses the value(s)to express the binary numbers system.
 (a) 0 (b) 1 (c) **both a & b** (d) none of them
- 39 When you start creating your website, you can choose
 (a) a pre-loaded template (b) a blank template (c) **both a and b** (d) none of them
- 40 It is recommended to use simple fonts, so your message is to read.
 (a) **easy** (b) hard (c) difficult (d) a and b
- 41 One of your rights as a digital citizen is protection from
 (a) sharing (b) tasks (c) privacy (d) **piracy**
- 42 To set up a Word document to be edited by numerous users, you need
 (a) **internet connection** (b) printer (c) camera (d) scanner
- 43 The time of PowerPoint presentation should not be longer than minutes.
 (a) 5 (b) 10 (c) 15 (d) **20**
- 44 The software that is used to create websites is
 (a) **WordPress** (b) EKB (c) PowerPoint (d) ADL
- 45 allows you to read more about the site before clicking on the link.
 (a) Online libraries (b) **Meta information** (c) ADL (d) Facebook
- 46 In PowerPoint program, you can add to the slide.
 (a) sound (b) shapes (c) video (d) **all of them**
- 47 You can each collection to other apps such as Excel and Word.
 (a) import (b) **export** (c) print (d) delete
- 48 To solve the problem of screen freezes, you can use the buttons.
 (a) Alt+Tab+Del (b) Alt+Ctrl+shift (c) Alt+Ctrl+Tab (d) **Alt+Ctrl+Del**
- 49 are usually used to get information about a product.
 (a) Reviews (b) Advertisements (c) **Both a and b** (d) ADL
- 50 To create a formula, you can write
 (a) + (b) - (c) * (d) =



- 51) provide(s) clear and accurate directions to the required places.
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- ② The 10 - 20 - 30 rule is used in Microsoft Excel. ✗
- ③ To automatically add up numbers in cells, select them and choose AutoSum. ✓



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- ⑱ All online information is verified. ☐
- ⑲ You can visit museums digitally via internet. ☒
- ⑳ You can't insert an image into a Word document. ☐
- ㉑ Part of being a good digital citizen is helping others. ☒
- ㉒ Being socially responsible includes don't care of the websites you use. ☐
- ㉓ You can use MS Word to create a web page. ☒
- ㉔ On Windows PC, the downloaded files located in Recycle bin. ☐
- ㉕ A review that's overly positive or negative should be trusted. ☐
- ㉖ In PowerPoint, consider using different background colors. ☒
- ㉗ On Windows devices, you can download apps through Google Play stores. ☐
- ㉘ EKB includes articles, dictionaries, encyclopedias, books and videos ☒
- ㉙ You mustn't revise your messages before sending. ☐
- ㉚ When researching a topic, you should first define a research question. ☒
- ㉛ The font in PowerPoint presentation should be smaller than 30 point. ☐



- 32 Websites do not contain Meta information. ☐
- 33 Microsoft Editor highlights problems, such as capitalization errors. ☒
- 34 The size of text on webpages must be appropriate and smaller than subheadings. ☒
- 35 You can use email to create the images and insert them into your document. ☐
- 36 You can use the internet to help others via social media. ☒
- 37 The EKB is an example of a commercial website. ☐
- 38 Binary numbers considered as a language that the computer understands. ☒
- 39 Titles font size should be smaller than the rest of the text in the web page. ☐
- 40 Whenever you're communicating, you should respect the recipient's feelings. ☒
- 41 Microsoft Edge corrects the spelling errors automatically without your intervention. ☐
- 42 You can use the Task manager to shut down non-responding programs. ☒
- 43 AutoSum is used to divide cell values automatically in Excel. ☐
- 44 The number of slides in a presentation should be not more than 10 slides. ☒
- 45 Exhibiting positive behaviour in interactions with others is one of the responsibilities. ☒
- 46 You can't add video clips to your presentation. ☐
- 47 Commercial websites often include customer reviews. ☒
- 48 We use asynchronous communication when information is urgent. ☐
- 49 Google maps can provide clear and accurate directions to the required places. ☒
- 50 You can't export a collection to Excel or Word. ☐
- 51 Microsoft PowerPoint is used to create an effective presentation. ☒
- 52 It is not available to edit a word document online. ☐
- 53 Word allows other users around the world to edit the document if an internet connection is available. ☒
- 54 Crediting source is not important when sharing the information via internet. ☐
- 55 Synchronous communication doesn't need an immediate response. ☐
- 56 Reviews can affect the products and services positively or negatively. ☒



- 57 You should download software from unreliable sources. ☐
- 58 Excel program is used to collect numeric data and perform the needed mathematical calculations. ☒
- 59 A PowerPoint presentation shouldn't present too much information. ☒
- 60 In web page the font size of the main text shouldn't be smaller than the subheadings. ☐
- 61 You can't download files on your device from EKB. ☐
- 62 Video chats and instant chat rooms are from examples of synchronous communication. ☒
- 63 Website menus waste more time when you search for information. ☐
- 64 One of the tools you may need for a group project is E-mail. ☒
- 65 It isn't recommended to put the collected data into specific files and folders. ☐
- 66 Corporates use the internet to help others. ☒
- 67 You should spread false information. ☐
- 68 An effective presentation is just like your favorite TV show or movie. ☒
- 69 One of your rights as a digital citizen is privacy on the internet. ☒
- 70 Recorded videos are examples of synchronous communication. ☐
- 71 You could use PowerPoint to create presentations. ☒
- 72 One of my Responsibilities as a digital citizen is the protection from piracy. ☐
- 73 When using search engines, try to use appropriate keywords in your search. ☒
- 74 Add long audio to your presentations to attract more people. ☐
- 75 The binary system uses the values 1 and 0 to express data. ☒
- 76 Menus can't help you to find information. ☐
- 77 One of the tools you may need for a group project is E-mail. ☒
- 78 Web pages can't include audio and video. ☐
- 79 The EKB has safe and reliable resources. ☒
- 80 You can research, collect, classify and process information using digital information handling skills. ☒
- 81 EKB and ADL are considering unreliable online libraries. ☐
- 82 Be polite and patient when communicating with others online. ☒



- | | | |
|-----|--|---|
| 83 | The ability to use the internet when you need is one of the responsibilities as a digital citizen. | ✗ |
| 84 | Be sure the font size is easy to read in your presentation. | ✓ |
| 85 | The purpose of non-commercial websites is to sell products or services. | ✗ |
| 86 | EKB offers the world's largest collection of online educational resources. | ✓ |
| 87 | It is necessary to plan to your project before starting. | ✓ |
| 88 | All programs are updated automatically. | ✗ |
| 89 | A storyboard helps you organize your ideas in sequence. | ✓ |
| 90 | Make sure that the information you share and its purpose are clear. | ✓ |
| 91 | You can't use Excel in gathering data and information. | ✗ |
| 92 | HTML is the language that will be displayed on a web browser. | ✓ |
| 93 | Google Chrome is one of the browsers that comes with Microsoft Windows. | ✗ |
| 94 | You can use the Movie Maker program to make a film from a selection of still image. | ✓ |
| 95 | It's recommended to use the content of online sources without making the verification. | ✗ |
| 96 | From social responsibilities, respect other's privacy. | ✓ |
| 97 | It isn't recommended to update software programs on your computer. | ✗ |
| 98 | General search engines are useful, but may lead you to unreliable pages. | ✓ |
| 99 | The content of the EKB is suitable for children only. | ✗ |
| 100 | You cannot insert an image into a word document. | ✗ |

انتهت الأسئلة مع أطيب الامنيات بالنجاح والتوفيق

➤ **Kindly remember that:**

The enrichment lessons are:

Theme 3 – Lesson 1 and Lesson 3

Theme 4 – Lesson 1 and Lesson 3

(دروس إثرائية للاطلاع فقط)

جميع اسئلة المراجعة رسمية من الكتاب المدرسي و اسئلة امتحانات الاعوام السابقة و مطابقة لمواصفات الورقة الامتحانية.

By: Mrs Suzy Atef



El.Motamyez.School



Final Revision

*** (1) Choose the right answer:**

Mr. Ahmed Elbasha

- | | | | |
|--|------------------|---------------------|---------------------|
| 1. program used to display data and information in the form of a graph. | a. Word | b. Excel | c. PowerPoint |
| 2. Dr. Leon's create software to program the and refrigerators in a new, energy-efficient way. | a. devices | b. electricity | c. air conditioners |
| 3. Many programs install necessary automatically. | a. updates | b. Computer (PC) | c. Laptop |
| 4. The binary number system is used to send, receive and store information on digital electronic devices such as | a. computers | b. phones | c. All the previous |
| 5. allow Dr. Diego to collect data on power grids in order to reduce energy waste. | a. Electricity | b. Data systems | c. solar power |
| 6. A is a chart that shows a sequence of content that forms a plan of a presentation. | a. storyboard | b. picture | c. story |
| 7. In PowerPoint Presentation slides shouldn't be up to | a. thirty slides | b. ten slides | c. twenty slides |
| 8. is a commercial website. | a. Amazon | b. programs | c. software |
| 9. If you don't use official stores, only download software from | a. Windows | b. reliable sources | c. Android device |
| 10. In decimal we use symbols to represent all possible numbers. | a. ten numbers | b. one number | c. four numbers |
| 11. Power Point is used to create a | a. Video | b. film | c. presentation |
| 12. If you're sending a to a close friend, give him time to respond before sending another message, he may be busy. | a. real time | b. message | c. recorded videos |

13.It's important to be positive when

- a. Laptop b. Internet c. communicating online

14.There are inside the EKB website directly within a web page.

- a. Search engine b. Android device c. windows

15.Commercial websites include, which can be helpful to both the business and the customer.

- a. customer reviews b. Android device c. Computer (PC)

16..... program used to display data and information in the form of a graph.

- a. Word b. presentation c. Excel

17..... are one way you can get information about a product.

- a. World b. Excel c. Reviews

18.The editor makes a to correct each error. You decide whether to accept or ignore them.

- a. suggestion b. request c. refinement

19.General search engines are useful but may lead you to

- a. online museums b. area maps c. unsafe pages

20.Part of being a good digital citizen is

- a. helping others b. using computers c. online shopping

21..... is a software program used to create websites.

- a. Microsoft Paint b. WordPress c. Word Processor

22.The purpose of websites is to sell products or services.

- a. non-commercial b. educational c. commercial

23.You can insert to make text have even more impact.

- a. WordArt b. Artworks c. Word processor

24.HTML is the language that will be displayed on a

- a. web browser b. TV screen c. Word layout

25.When you are in a video call, your emotions will be to everyone

- a. invisible b. hidden c. visible

26.A Creative Commons search is a resource to find information

- a. copyright-free b. copyrighted c. restricted

27.Ms. Keiner took photos and recorded the location where she found litter with

- a. Microsoft Word b. GPS c. Voice notes

28.The Egyptian Knowledge Bank is an example of a website.

- a. non-commercial b. entertainment c. commercial

29.If you download a software program, you can find the program in the folder.

- a. Installed b. Favorite c. Downloads

30.The electricity used by air conditioners in summer is the electricity used in winter.

- a. more than b. less than c. the same as

31.Microsoft Edge is a/an that comes with Microsoft Windows.

- a. search engine b. web browser c. antivirus

32.If you are writing to a person that you have never met, you should yourself first.

- a. introduce b. produce c. engage

33.One of the ways to respect online sources is to the sources.

- a. ignore b. credit c. download

34..... communication doesn't (don't) occur in real time and doesn't (don't) require an instant response.

- a. Synchronous b. Asynchronous c. Both of them

35.You can use to write a report.

- a. MS Word b. MS Excel c. MS PowerPoint

36.The system is called the base two system.

- a. binary b. decimal c. octal

37.To solve the problem of a screen freezing, you can use

- a. Alt, Tab, and Del b. Alt, Ctrl, and Del c. Alt, Ctrl, and Tab

38.Companies helping others by addressing environmental concerns or supporting important causes is called

- a. CSR b. GPR c. PPE

39.COVID PPE include the following except

- a. facemasks b. disposable gloves c. vaccines

40.Sometimes, meaning can be misinterpreted negatively in communication.

- a. verbal b. video c. nonverbal

41.It's for misunderstandings to occur when communicating online.

- a. hard b. rare c. easy

42.The font in a presentation shouldn't be smaller than size.

- a. 30-point b. 40-point c. 50-point

43.The web page heading should have a font size than the rest of the text.

- a. smaller b. larger c. normal

44.Subheadings have a font size than headings.

- a. smaller b. larger c. normal

45.It is recommended to use simple fonts, so your message is to read.

- a. easy b. hard c. difficult

46..... allow(s) you to plan your ideas and pre-visualize the results of a presentation.

- a. WordArt b. Storyboards c. Storytelling

47.The number of slides in a presentation should not be more than slides.

- a. 10 b. 20 c. 30

48.Storyboards allow you to

- a. plan your ideas b. make videos c. collect data

49.A PowerPoint presentation should not be longer than minutes.

- a. 10 b. 20 c. 30

50.When you download a program from the internet for PC, it will be located in the folder.

- a. My Computer b. Pictures c. Downloads

51.Computers only understand information represented by 1 sand 0s, sometimes also called

- a. in/out b. enter/back c. on/off

52.You can use PowerPoint to present your ideas in way.

- a. a normal b. a boring c. an appealing

53..... are considered a good way to share data, especially numbers.

- a. Graphs b. Charts c. Both of them

54.You can use Program to make a film from a selection of images.

- a. Movie Maker b. Excel c. Word

55.You can use to enhance a text or image in your presentation.

- a. audio b. video c. a & b

56.In ,you can use different background colors.

- a. web browsers b. PowerPoint c. Excel

57.In PowerPoint, you can put important text in font to make that text stand out.

- a. bold b. normal c. small

58.When researching a topic, first define a

- a. research chart b. title c. research question

59. Storyboards can help produce an effective

- a. spreadsheet b. chart c. presentation

60. Hold down the power button for to restart an Android device.

- a. 2 seconds b. 30seconds c. 100seconds

61. Use simple so your story is not hard to read.

- a. fonts b. photos c. videos

62. To add up numbers: Select the cells you want to add together. Then click: Home Tab> > Enter

- a. Auto Add b. Sum up c. AutoSum

63. You can use to add the values of cells in Excel.

- a. + b. - c. =

64. To create a formula, you can write

- a. + b. - c. =

65. is the program used to handle numeric data.

- a. Word b. Excel c. PowerPoint

66. Program is used to make slideshow.

- a. MS Word b. MS Excel c. MS PowerPoint

67. Program is used to create tables and graphs.

- a. MS Word b. MS Excel c. MS PowerPoint

68. You can use to write a report.

- a. MS Word b. MS Excel c. MS PowerPoint

69. Humans use the system to communicate using numbers.

- a. binary numbers b. decimal c. octal

70. You can use to send your work to your colleagues.

- a. Microsoft Word b. Paint c. email

71. To turn your device off press and hold down the button.

- a. power b. Esc c. enter

72. Thermostat is used in refrigerators to measure the

- a. temperature b. energy c. humidity

73. You can create your web page using

- a. website-building program b. MS Word c. a&b

74. is an example of a commercial website.

- a. The EKB b. Amazon c. WordPress

75.You can use to check for spelling and grammar.

- a. Microsoft Editor b. Microsoft Excel c. Microsoft Windows

76.Humans use the system to communicate using numbers.

- a. binary b. decimal c. octal

77.The system is called the base ten system.

- a. binary b. decimal c. octal

78.You can use the internet to communicate

- a. synchronously b. asynchronously c. a&b

79.A Creative Commons search is a resource to find materials.

- a. copyright-free b. protected c. digital

80.If you're communicating with your teacher, you should use

- a. jokes b. titles c. his first name

81.The purpose of commercial websites is to

- a. provide information b. raise awareness c. sell products

82.In Egypt, a data and information management system was built to improve system.

- a. irrigation b. investment c. industry

83.In the decimal system, we use number symbol(s) to represent all possible numbers.

- a. one b. two c. ten

84.You can use to enhance a text or image in your presentation.

- a. audio b. video c. a & b

85.Computers use the system to store data more efficiently.

- a. binary numbers b. decimal c. octal

86..... is an example of synchronous communication.

- a. Email b. Live TV show c. A recorded video

87.The feature in Microsoft Edge organizes research in one place.

- a. Selections b. Collections c. Toolbar

88.When you are making a video chat with your friend, your emotions will be

- a. visible b. invisible c. no correct answer

89..... communication is useful when you are writing about everyday matter to family and you need an immediate or quick response.

- a. Synchronous b. Asynchronous c. a & b

90.....communication is a real-time communication between people.

- a. Synchronous b. Asynchronous c. both of them

✳(2) Put (√) or (X) :

1. Headings have a smaller font size than subheadings. ()
2. You can use Microsoft Paint to collect numeric data. ()
3. You could use PowerPoint to create a presentation ()
4. A PowerPoint Presentation should present too much information. ()
5. Amazon is an example of a commercial website. ()
6. MS Word is used to collect numeric data. ()
7. To add cell values in MS Excel, you can use the symbol "* ". ()
8. When researching a topic, you should first define a research question. ()
9. We can't access information online. ()
10. You can use digital tools to collect data. ()
11. It is recommended to put the collected data into specific files and folders. ()
12. AutoSum is used to divide cell values automatically in Excel. ()
13. You could use Word for making a report and PowerPoint for a spreadsheet. ()
14. If you don't use official stores, only download software from reliable sources . ()
15. The purpose of the Amazon website is to provide information or raise awareness about an issue. ()
16. Customer reviews can be helpful to both the business and the customer. ()
17. Specialized search engines such as Google or Bing are not useful. ()
18. Websites are divided into two parts, commercial, non-commercial. ()
19. Ms. Keiner used the Debris Tracker app but didn't use social media in her environmental work. ()
20. Use simple fonts, so your message is hard to read. ()
21. Online museums can allow you to view museums digitally. ()
22. Explorer Ponce de Leon, uses technology to collect data to plan for the future. ()
23. The Egyptian Knowledge Bank (EKB) is a commercial website. ()
24. Microsoft Edge can help you browse, search, stream and more. ()

25. You can start a collection for each new name or assignment. ()
26. Explorer Ponce de Leon does not understand the importance of Planning. ()
27. Maintaining a clean environment is your a social responsibility ()
28. In PowerPoint Presentation slides should be up to sixty slides. ()
29. Word program used to write a report. ()
30. Dr. Diego Ponce de Leon , the amount of electricity used does not change throughout the day. ()
31. Updates help programs to run more efficiently. ()
32. A storyboard do helps you organize your ideas in order. ()
33. To save a file as a web page, from "file" menu select "Open". ()
34. You could use Excel for a spreadsheet. ()
35. Part of being a good digital citizen is helping others when you're communicating. ()
36. Do not be polite and respectful if you are communicating with an authority figure. ()
37. You could use Power Point to create a presentation. ()
38. For Positive Online Communication, be conversational, add warmth with familiar words, contractions, and personal pronouns. ()
39. The Egyptian Knowledge Bank is not allow free access for all Egyptian citizens. ()
40. Excel graphs are one example of how you can classify data. ()
41. The Egyptian Knowledge Bank offers insecure and not accurate sources. ()
42. If you need to display a street, or an area map, always check online maps. ()
43. You can export collections to other apps via Microsoft Edge. ()
44. Google Maps are considered inaccurate and are rarely updated ()
45. Asynchronous communication does not require an instant response. ()
46. You can use Microsoft PowerPoint to collect numeric data. ()
47. Put important text in bold to make key information stand out. ()
48. A storyboard doesn't help you organize your ideas in order. ()
49. Binary has two unique numerals (1 and 2). ()

50. A thermostat is a switch that measures the temperature in air conditioners. ()
51. In binary, (0) means off, and (1) means on. ()
52. Software programs never need to be updated. ()
53. You could use Excel to create a presentation. ()
54. The decimal system is called a base ten system. ()
55. You should assign roles based on the weaknesses of each group member. ()
56. WordArt is an amazing feature in Excel. ()
57. You can insert shapes in MS Word only. ()
58. Microsoft PowerPoint is used to create an effective presentation. ()
59. A storyboard allows you to tell the story you want in a difficult way. ()
60. A storyboard helps you organize your ideas. ()
61. The 10-20-30 rule is used in MS Excel. ()
62. Be sure the font size is easy to read in your presentation. ()
63. A PowerPoint Presentation should present too much information. ()
64. The number of slides in a presentation should be more than 10 slides. ()
65. You can not attach a document to your email. ()
66. Microsoft Word is one of Microsoft Office 365 programs. ()
67. You can not insert an image into a Word document. ()
68. "Screen freezes" is one of the common problems when using PC. ()
69. One of the tools you may need for a group project is email. ()
70. Storyboard in MS PowerPoint helps you organize your ideas. ()
71. MS word is used to collect numeric data. ()
72. It is recommended to make your site visually appealing and user friendly. ()
73. We can use technology to solve many problems. ()
74. Some websites have search engines inside. ()
75. Some programs can be updated automatically. ()
76. You cannot attach a document to your email. ()

77. You can visit museums digitally through digital tools. ()
78. Commercial websites often include customer reviews. ()
79. Websites menus waste time when you search for information. ()
80. Amazon is an example of commercial websites. ()

★(5) Match:

1

A	B
1. Graphs and charts	a. used to, write reports
2. Word program	b. are a good way to share data, especially numbers
3. Text	c. make key information stand out when it's used in bold

1-

2-

3-

2

A	B
1. Storyboard	a. shouldn't be smaller than 30-point size in a presentation.
2. Microsoft PowerPoint	b. is a switch that measures the temperature in air conditioners and control them.
3. Font size	c. is a digital tool used to make a presentation.
4. Thermostat	d. helps you organize your ideas in a presentation.

1-

2-

3-

4-

✳(6) Try to answer**1****Complete from words between brackets:****(Graphs – Email - Excel - (=) - Asynchronous)**

1. program used to create a spreadsheet.
2. is used to send your work to other group members or to your teacher.
3. and charts are a good way to share data, especially numbers.
4. In Excel, to create a formula, use
5. communication is communication that does not occur in real time and does not require an instant response.

2**Complete from words between brackets:****(video call - facemasks – updated - commercial - decimal)**

1. Software programs often need to be
2. When you are on a, your emotions will be visible to everyone.
3. (Personal protective equipment), such as and disposable gloves.
4. Humans use the system to communicate using numbers.
5. The purpose of websites is to sell products or services

3**Complete from words between brackets:****(online libraries - GPS – HTML - environmental issues - web pages)**

1. Egypt's "Go Green" initiative spreads awareness of
2. is the language that will be displayed on a web browser.
3. Ms. Keiner took a photo of the litter and recorded where she found it location with
4. The Alexandria Digital Library and the Egyptian Knowledge Bank are examples of reliable
5. PowerPoint presentations and can include audio and video.

4

Complete from words between brackets:**(hashtag - false information - project - updated)**

1. Ms. Keiner used the #trackingppe to encourage followers to collect PPE debris and data.
2. Be sure what you share is accurate and easy to understand. Don't spread
3. You can start a collection for each new or assignment.
4. Google Maps are considered accurate and are regularly

5

Complete from words between brackets:**(WordArt - Reviews - Online maps – graphs - suggestion)**

1. are one way you can get information about a product.
2. The editor makes a to correct each error. You decide whether to accept or ignore them.
3. can provide clear and accurate directions to the required places
4. You could use Word for a report, Excel for a, or PowerPoint to create a presentation.
5. You can insert to make text have even more impact.

6

Complete from words between brackets:**(slides - intellectual – fonts - charts)**

1. Graphs and are a good way to share data, especially numbers.
2. The property rights of others should be respected when using their photos, videos and audio files.
3. The 10 in the 10-20-30 rule means up to ten only.
4. Use simple so your message is not hard to read.

7

Complete from words between brackets:**(WordArt - Movie Maker - Graphs and charts - MS PowerPoint)**

1. is used to make a film from a selection of images.
2. make text have even more impact.
3. is the program used to make a presentation.
4. are a good way to share data, especially numbers.

8

Complete from words between brackets:**(fonts – minutes - decimal - planning- "=")**

1. The 20 in the 10-20-30 rule means up to 20 only.
2. Use simple so your message is not hard to read.
3. Humans use the system to communicate using numbers.
4. To create an equation in MS Excel, you should use
5. Explorer Ponce de Leon understands the importance of

9

Complete from words between brackets:**(Save as - Storyboards - Movie Maker - CSR)**

1. You can also save a file as a web page by choosing "file" then " "then "web page"
2. is used to make a film from a selection of still images.
3. Corporate social responsibility (.....), is the use internet to help others, and supporting important causes.
4. allow you to plan your ideas and pre-visualize the results of a presentation.

10

Complete from words between brackets:**(insert - minutes – Subheadings - "+" " - graphs)**

1. You can save the images you create on Microsoft Paint and them into your document.
2. Excel are one example of how you can classify and provide a visual representation of data.
3. A presentation should take no longer than 20
4. break up information and allow your audience to see what a particular section of your story is about.
5. To add values of Excel cells, you can use

Model Answer

*(1) Choose the right answer:

1. B	13. C	25. C	37. B	49. B	61. A	73. A	85. A
2. C	14. A	26. A	38. A	50. C	62. C	74. B	86. B
3. A	15. A	27. B	39. C	51. C	63. A	75. A	87. B
4. C	16. C	28. A	40. C	52. C	64. C	76. B	88. A
5. B	17. C	29. C	41. C	53. C	65. B	77. B	89. A
6. A	18. A	30. A	42. A	54. A	66. C	78. C	90. A
7. B	19. C	31. B	43. B	55. C	67. B	79. A	
8. A	20. A	32. A	44. A	56. B	68. A	80. B	
9. B	21. B	33. B	45. A	57. A	69. B	81. C	
10. A	22. A	34. B	46. B	58. C	70. C	82. A	
11. C	23. A	35. A	47. A	59. C	71. A	83. C	
12. B	24. A	36. A	48. A	60. B	72. A	84. C	

*(2) Put (√) or (X) :

1. (X)	11. (√)	21. (√)	31. (√)	41. (X)	51. (√)	61. (X)	71. (X)
2. (X)	12. (X)	22. (√)	32. (√)	42. (√)	52. (X)	62. (√)	72. (√)
3. (√)	13. (X)	23. (X)	33. (X)	43. (√)	53. (X)	63. (X)	73. (√)
4. (X)	14. (√)	24. (√)	34. (√)	44. (X)	54. (√)	64. (X)	74. (√)
5. (√)	15. (X)	25. (√)	35. (√)	45. (√)	55. (√)	65. (X)	75. (√)
6. (X)	16. (√)	26. (X)	36. (X)	46. (X)	56. (X)	66. (√)	76. (X)
7. (X)	17. (X)	27. (√)	37. (√)	47. (√)	57. (X)	67. (X)	77. (√)
8. (√)	18. (√)	28. (X)	38. (√)	48. (X)	58. (√)	68. (√)	78. (√)
9. (X)	19. (X)	29. (√)	39. (X)	49. (X)	59. (X)	69. (√)	79. (X)
10. (√)	20. (X)	30. (X)	40. (√)	50. (√)	60. (√)	70. (√)	80. (√)

*(3) Match:

1

1- b

2- a

3- c

2

1- d

2- c

3- a

4- b

✱(4) Try to answer:

1	<ol style="list-style-type: none"> 1. Excel 2. Email 3. Graphs 4. (=) 5. Asynchronous 	6	<ol style="list-style-type: none"> 1. Charts 2. Intellectual 3. Slides 4. Fonts
2	<ol style="list-style-type: none"> 1. Updated 2. video call 3. facemasks 4. decimal 5. commercial 	7	<ol style="list-style-type: none"> 1. Movie Maker 2. WordArt 3. MS PowerPoint 4. Graphs and charts
3	<ol style="list-style-type: none"> 1. environmental issues 2. HTML 3. GPS 4. online libraries 5. web pages 	8	<ol style="list-style-type: none"> 1. Minutes 2. Fonts 3. Decimal 4. "=" 5. planning
4	<ol style="list-style-type: none"> 1. hashtag 2. false information 3. project 4. updated 	9	<ol style="list-style-type: none"> 1. Save as 2. Movie Maker 3. CSR) 4. Storyboards
5	<ol style="list-style-type: none"> 1. Reviews 2. suggestion 3. Online maps 4. Graphs 5. WordArt 	10	<ol style="list-style-type: none"> 1. Insert 2. graphs 3. minutes 4. Subheadings 5. "+ "



** Digital Citizenship **

** Lesson 1: The Active Explorer: Peg Keiner **

The explorer (**Peg Keiner**) is from Chicago in the United States. She is a Global Goals Ambassador for the United Nations Association Chicago Chapter and a National Geographic Explorer. She is also the Director of Innovation at a school in Chicago.

✿ She decided to help spread awareness of the dangers of waste (**the impact of the Corona virus outbreak**)

✿ She used an app called the **Debris Tracker**, that you can download on your phone for free, recorded the location with GPS, and she described the kind of litter (paper, plastic, etc.). She uploaded the location and the description of the items.

✿ **Debris Tracker**: An application that enables the recording of waste locations via the Global Positioning System, with a description of the type of these wastes....It can be downloaded for free on a mobile phone.

✿ Ms. Keiner used the hashtag **#trackingppe** and piloted social media campaigns to encourage followers in 60 countries.

✿ **Hashtag**: It means a phrase preceded by the symbol **#** to help **spread information** among the largest number of users through various social media.

✿ **Go Green** initiative: An initiative launched by the **Egyptian Ministry of Environment** to encourage a more responsible

approach in dealing with plastic waste and other types of waste, and to emphasize the role of every citizen in protecting the environment.

** Lesson 2: Digital citizenship and social responsibility **

You've previously learned, in grade 4, about the **rights and responsibilities** you have as a digital citizen.

Rights

- * Privacy .
- * Protection from piracy
- * Ability to engage with others online.
- * Provide and access information online.
- * Ability to use the internet when you need to.

Responsibilities

- * Respect others' privacy.
- * Respect various sources. exhibit positive behavior in
- * Interactions with others.
- * Ensure safe sharing online.

Expressing opinion in light of social responsibility:

- * Express your opinions in a positive way.
- * Be sure that your information accurate and easy to understand. Don't spread false information.
- * Make sure the information you share, and its purpose, are clear.

Corporate social responsibility

Companies also use the internet to help others, by addressing environmental concerns or supporting important causes. This is called **corporate social responsibility (CSR)**. Today, many companies include CSR tasks as part of their business plans, to provide help to communities around the world.



** Lesson 3: Online communication **

🌸 **If you're communicating with a teacher, or a person of authority**, be polite and respectful, and use titles. If you haven't met the person you're writing to yet, be sure to introduce yourself, be clear about what your message is about, State your reason for sending the message up front.

🌸 **If you're communicating with a peer or classmate you don't know well**, be sure to use their full first name. Don't abbreviate it or use nicknames.

🌸 **If you are communicating with a close friend or family member**, using these abbreviations or nicknames is appropriate, but always remember to be polite.

Remember, when you are on a video call, your emotions will be visible to everyone, but feelings are more difficult to convey through written messages sometimes.

Positive Online Communication

Nonverbal communication is lost online and meaning can be misinterpreted negatively because it does not explain tone of voice, gestures, posture, and eye contact. **As a result**, it's important to be positive when communicating online.

- **Use positive words.**
- **Be conversational:** Add warmth with familiar words
- **Use emojis:** Emojis add tone and emotion.
- **Begin and end with positive phrases:** Use friendly or encouraging phrases such as (**How are you?**)

→ **Assume the best:** It's easy to misinterpret online communication in a negative way, when this happens, try to identify the person's meaning

** Lesson 4: Information websites **

The Egyptian Knowledge Bank (EKB) offers:

- * The world's largest collection of online educational resources, including articles, dictionaries, encyclopedias and books, and video, audio, and interactive files.
- * Files can be downloaded to your device.
- * Content suitable for all ages.
- * Safe and accurate sources.
- * Free access for all Egyptian citizens.
- * Material that is subject to copyright.

Helpful website features

- **Search engines** inside the website are found directly within a web page and provide results based on what you type in the field.
- **Menus** also help you to find information.
- **Icons** can be clicked to reach other sections or webpages.
- **Contact** and **About** fields are easy to find so visitors can contact or learn more about the people involved in a website.

Website Creation

Software programs like **WordPress** are used to create websites. When you start creating your website, you can choose a blank template or choose one of the software's pre-loaded templates.



Note: When creating a website, be sure to consider the photos and videos, and font size/type. You want your site to be user friendly and visually appealing.

**** Lesson 5: Commercial and non-commercial internet services ****

Websites are either commercial or non-commercial.

The purpose of commercial websites is to sell products or services. Like (**Amazon**) 

The purpose of non-commercial websites is to provide information or raise awareness on an issue like (**The Egyptian Knowledge Bank**)

Be wary of fake **reviews**. They're usually written because a business wants to make their product seem more appealing, so they write their own **positive reviews** or have family or friends do it. Sometimes a rival business will post **negative** reviews under a false name.

Reviews and Ratings: One of the ways you can get information about a product.

Advertisements: Websites can use information about the sites you visit, and in any online accounts you have, to place advertisements, that are geared towards your interests, geographic location, age, and gender

**** Lesson 6: Using ICT for content creation ****

Microsoft Edge is the web browser that comes with Microsoft Windows, can help you browse, search, stream and more.

The Collections feature in Microsoft Edge:

- Organizes research in one place and on multiple devices.
- You can start a collection for each new project or assignment.
- You can add entire web pages, but you can also add individual videos, images (including charts and graphs), text, links and notes.
- You can also export each collection to other apps such as Excel and Word.

To start a collection :

- Select **Collections** on the toolbar.
- Select Start a **New Collection**.
- Type the **title** of your collection in the box.
- Add content by selecting **Add current page**.
- Drag an image into the collection.
- Select text or links and drag them into a collection.

Writing help – Microsoft Editor

Use Microsoft Editor to check for spelling and grammar. The editor will highlight problems such as capitalization errors, sentence fragments and missing or incorrect words and punctuation and make a suggestion to correct each error. You decide whether to accept or ignore each suggestion.



** Lesson 7: How to choose online Sources **

⇒ USING SOURCES FOR RESEARCH

ONLINE LIBRARIES

These are helpful for searching different media, such as images or videos. Online libraries sometimes include dictionaries, thesauruses, and encyclopedias, but these are also on separate sites, too. Make sure they are verified.

ONLINE MAPS

These can provide clear and accurate directions to the required places such as Google Maps.

ONLINE MUSEUMS

These can also be wonderful reference sites that allow you to view museums digitally, and they generally include information about each museum.

SPECIALIZED SEARCH ENGINES

Specialized search engines such as Google or Bing are very useful. Try to use appropriate keywords in your search, otherwise some results might not be relevant. General search engines are also useful, but may lead you to unreliable pages or – even worse – unsafe pages.

A WEBSITE'S META INFORMATION

Websites include meta information, such as keywords, information about the site, and what it contains. When you use a search engine and get a set of results

** Lesson 8: Choosing between synchronous and asynchronous communication **

Synchronous communication is real-time communication between people, with everyone interacting and taking in information at the same time using digital tools such as video chats, live television shows, and instant chat rooms.

Synchronous communication is useful when you are writing about a lighthearted, everyday matter to friends or family and you need an immediate or quick response.

Asynchronous communication is communication that does not occur in real time and does not require an instant response. Asynchronous communication tools include email, voice and text messages and recorded videos.

Asynchronous communication is useful when you are writing about serious or complicated matters with someone you don't know well or with someone in authority and you don't need an answer right away.

Whenever you're communicating, you should respect the following:

- Be polite.
- Be patient.
- Be helpful.
- Be clear





Fourth Axis : (Software Projects)

Lesson 1: The Active Explorer

Diego Ponce de Leon

Dr. Diego Ponce de Leon holds a PhD from the Energy and Resources Group, University of California Berkeley.

✂ He develops the use of technology to build renewable energy-related data infrastructure and systems. These data systems allow him to collect data on power grids in order to improve the power system and reduce energy waste.

How the world has recently made a lot of progress in field of power generation?

1. By transitioning away from power generated by Fossil Fuels, instead wind and solar power are being used.
2. Energy Efficiency.

Fossil Fuels: It derived from coal, natural gas, and oil

✂ **Dr. Ponce de Leon's** work helps devices work efficiently by connecting all the refrigerators and air conditioners together by a thermostat, a switch that measures temperature in air conditioners and refrigerators, and programming a computer to monitor and control them. He used sensors (**devices which communicate information back to a computer**) to monitor the appliances, and he used his knowledge of software to program the air conditioners and refrigerators in a new, energy-efficient way.

Dr. Ponce de Leon used the **sensors** to monitor how much energy the refrigerators and air conditioners used throughout the day.

✂ **In Egypt, a similar system** is being used **for a different reason**. Egypt has been increasing its agricultural land to ensure food security. To ensure water is being used efficiently in newly reclaimed areas, a data and information management system was built. The system is based on monitoring and remote sensing data. This data helps engineers make decisions and improve the irrigation systems.

** Lesson 2: How digital devices work **

INSTALLING SOFTWARE

🖥 **Windows PC:** Find the program online. Click the **download** button. Click on the file, located in Downloads. A box will pop up. Follow the instructions to finish the installation process.

📱 **Android device:** Tap on the **Apps** icon. Go to the App store (**Google Play stores**). Find the app you're looking for and click install.

UPDATING SOFTWARE

Many programs install necessary updates automatically.

🖥 **Windows PC:** Some major updates require a restart. Windows will prompt you when this is the case. To manage updates, go to the following: **Start button** → **Settings** → **Update and Security** → **Windows update**



① **Android device:** To check for updates, go to **System** → **System Update**, Here, you will find updates that still need to be installed, follow the instructions to install the necessary updates.

Troubleshoot screen freezes

🖨 **Windows PC:** Press and hold the “Ctrl,” “Alt,” and “Del” buttons

① **Android device:** Hold down the power button for 30 seconds and restart

Binary numbers system: Computers use binary to store data more efficiently. The binary system uses the two values **1** and **0** to express the binary numbers system, (**1** means **on**, **0** means **off**)

** Lesson 3: An introduction to binary numbers **

✂ Although computers can perform amazing tasks quickly, they really **only understand** information represented by **1s and 0s**, something also called **yes/ no, on/off**.

✂ This is the **binary number system** and it's used to send, receive and store information on digital electronic devices such as computers, phones and calculators

✂ **Binary** has just two unique numerals (**1 and 0**) and is therefore called **a base two system**. Just like the decimal system, when binary runs out of unique digits, it adds a digit on the left.

✂ **The decimal system** has ten unique numerals (**0-9**) and is therefore also called the **base ten system**.

We use these ten number symbols to represent all possible numbers. That means that once we count past the number nine, we add one of the ten unique number symbols as a digit on the left, we use this system so much that we don't even realize the steps we have to go through to get a number such as “**157**”

✂ Computers are simple and efficient. Just like a light switch, the simplest, efficient design for computer wires and circuits is to allow only two states: on and off. That's why the binary number system works so well for sending, receiving and storing digital information.

** Lesson 4: Determining the needs for a digital project **

Elements of good planning:

- 🌸 **Knowing** the purpose of final products.
- 🌸 **Determine** a list of needed elements for the project.
- 🌸 **Prepare** the required tools for each part of the project.
- 🌸 **Assigning** roles based on the strengths and interests of each group member.

✂ some tools you may need for a group project:

Microsoft Word: Word (in Microsoft Office 365) is an efficient program to use when working on projects. Not only can group members work together at the same time, but with an internet connection, This can be done by setting up online editing.

Microsoft Paint: You can save the images you create and insert them into your document.



Email: Use email to send your work to other group members or to your teacher. Write your ideas in a message or attach a document.

Remember to always tell your group members that you're sending an attachment, so they know that it's safe to open.

Understanding the roles group members will play in the project is important. Before you start, speak to your group members to discuss the following:

- ✍ The strengths of each group member .
- ✍ The things needed to complete the project: pictures, text, data, etc.
- ✍ The tools that will be needed to complete each section of the project
- ✍ The format that will be used to deliver information

**** Lesson 5: Gathering data and presenting information ****

Some useful tools in Excel:

✿ **Add up numbers:** Select the cells you want to add together.

Then click: Home Tab → AutoSum Enter

✿ **Add titles or labels (e.g., for an axis) to a graph/chart:**

Toolbar → Chart Design → Add Chart Element

✿ **Choose the color of a graph/chart:** Toolbar → Chart

✿ **Choose the type of a graph/chart:** Toolbar → Chart Design
→ Change chart type

✿ **Choose the layout of a graph/chart:** Toolbar → Chart Design
→ Quick Layout

Digital information-handling skills

You can research, collect, classify and process information using digital information handling skills.

Research: When researching a topic, first define a research question, then use the internet or offline sources, such as digital books found on your device or in the school library, to find information.

Collection: You can use Word, Excel (for numeric data), and pen and paper. Put data into specific files and folders for different types (e.g. images, text, videos, tables).

Classification: Excel graphs are one example of how you can classify and provide a visual representation of data drawn in the form of a graph.

Processing: Once you have researched, collected, and classified your information, you want to process it to get to results and share them with others. You could use Word for a report, Excel for a spreadsheet, or PowerPoint to create a presentation

**** Lesson 6: Presenting information in an appealing way ****

✍ **Microsoft Word and PowerPoint**

Text can show important information in an appealing way. Consider using **one** or **two** colors to show emphasis on specific information, and put important text in **bold** to make key information stand out.

✿ Use the **formatting tools** to do this.



✿ You can also **insert WordArt** to make text have even more impact.

✿ In PowerPoint consider using different **background colors**.

✿ **Photographs** that reflect the topic of your message can catch the viewer's eye.

✿ You can also **insert shapes** or even your own drawings.

✿ **Graphs and charts** are a good way to share data, especially numbers.

✿ Add **audio** to enhance a text or image. Be sure there's a clear link to the visual displayed data, and that it's not too long or distracting.

✿ Consider using **video** clips in your presentation – ones you find online, or videos you have made.

✂ **Movie Maker**

✿ You can use Movie Maker to make a film from a selection of still images.

✿ The intellectual property rights of others should be respected when using their photos, videos and audio files.

**** Lesson 7: Producing an effective presentation | ****

Using **Microsoft PowerPoint** to make storyboards can be valuable to help producing an effective presentation.

Storyboards allow you to plan your ideas and pre-visualize the results of a presentation.

Make a very rough version of your presentation with a description of each slide, then go to **View** → **Slide Sorter** to see an overview of your presentation.

✂ **A storyboard** is a chart that shows a sequence of content that forms a plan or outline of your presentation.

✂ **As you can see, a storyboard** helps you organize your ideas in order, allows you to tell the story you want in a simple way, and helps you give an organized and understandable presentation.

The 10-20-30 rule of Microsoft PowerPoint

Let's learn about the 10-20-30 rule of PowerPoint:

A PowerPoint Presentation shouldn't present too much information or take up too much time that will overwhelm the audience. Font size should be easy to read.

10: up to ten slides only

20: no longer than 20 minutes

30: font no smaller than 30-point size

When your presentation is taking shape, look at the '**Design**' tab, in PowerPoint which offers alternatives to the normal black-and-white design of your presentation.

**** Lesson 8: Web design principles ****




✂ **HTML (Hypertext Markup Language)**: is the language that will be displayed on a web browser. It's refer to (**Hyper Text Markup Language**).

✂ **To create a web page:**

1. Open "**Word**" program.
2. From "**View**" select "**Web Layout**".
3. Save your file as a web page from "**File**" menu, select "**Save as**", then "**Web page**"



Elements of a web page:

-  Head title – Subhead Title.
-  Main Text.
-  Picture – Audio file – Video

Consider font size and color for each piece – the main text will be smaller, but must still be clearly visible. Use simple fonts so your message is not hard to read.

*** * Questions * ***

A. Complete the following sentences:

(View – Design – 20 – Storyboard – 10)

1. [Storyboard](#) is a chart that shows a sequence of content that forms a plan or outline of your presentation.
2. To see an overview of your presentation, click on Slide Sorter from [View](#).
3. The duration of the presentation should not exceed [20](#) minutes, and the number of slides should not exceed [10](#) slides.
4. To change the presentation design from black and white to other designs, choose the [Design](#) tab.

B. Complete the following sentences:

(Thermostat – wind – Sensors – Raspberry Pi – Fossil Fuels)

1. Diego Ponce de Leon uses [Sensors](#) to monitor Home appliances and control them.

2.

9

[Fossil Fuels](#) is the fuel It derived from coal, natural gas, and oil.

3. The world transitioning away from power generated by Fossil Fuels, Instead [wind](#) and Solar Power are being used.
4. [Thermostat](#) is a switch that measures temperature in air conditioners and refrigerators.
5. [Raspberry Pi](#) is a simple computer that you can program to turn lights on and off, read sensors, and record data.

C. Complete the following sentences:

(Microsoft Word – Microsoft Paint – Binary Number – Email – Decimal Number)

1. Computers use the [Binary Number](#) system that contains two numerals (1) and (0).
2. Humans use the [Decimal Number](#) system to communicate using numbers, which It contains ten unique numerals (0 – 9).
3. [Microsoft Word](#) allows group members work together to edit the same document with an internet connection.
4. You can use [Email](#) to send a message, photo, or attach a document to other group members.
5. You can create images through [Microsoft Paint](#) program then insert it into the document.



D. Complete the following sentences:

(Online Museums – Meta Information – Online Maps – Online Libraries – Search Engines)

1. [Online Libraries](#) contains dictionaries, glossaries, and encyclopedias.
2. [Online Maps](#) provide clear and accurate directions to the required places.
3. [Online Museums](#) allow you to view museums digitally.
4. Bing is an example of [Search Engines](#).
5. Websites include [Meta Information](#), such as keywords, information about the site, and what it contains.

E. Complete the following sentences:

(Teacher – Positive – Written – Friends – Emojis)

1. You may use abbreviations or nicknames when communicating with your [Friends](#).
2. It is difficult to convey feelings and emotions when communicating through [Written](#) messages.

3. Use titles and avoid making jokes when communicating with your [Teacher](#).

4. Use [Emojis](#) to add tone and emotion.

5. The use of full sentences, proper grammar and correct spelling is a rule of [Positive](#) Online Communication.

. Match:

(A)		(B)	
1	A Digital Application specifically used to collect data on PPE waste.	A	#Trackingppe
2	Hashtag launched by "Peg Keiner" on Twitter and Instagram.	B	National Geographic
3	An initiative that includes 36 environmental issues.	C	Paper and plastic
4	An organization that "Peg Keiner" works for.	D	Go Green
5	Types of personal protective equipment waste.	E	Debris Tracker

(1, E) (2, A) (3, D) (4, B) (5, C)

إعداد وتصميم / جروب فريق أصدقاء الكمبيوتر - أ/ياسمين شعيب